

## **Non-Elder- Trustee Role Description**

### **Purpose of the Charity**

*[Insert your CIO charitable aims/objectives here].*

Our Trustees work with our Elders in line with our Statement of Faith to fulfil our charitable aims.

### **Role Purpose**

The role of charity Trustee under UK charity law is to share collective responsibility for the governance, legal compliance, financial stewardship, and sustainability of *[Insert CIO name here]* with other members of the Trustee Board.

Trustees work alongside and in submission to the Elders, who retain responsibility for spiritual oversight, doctrine, vision, and pastoral leadership of the church. While Trustees may contribute insight and advice, final authority in spiritual and ministry matters rests with the Elders in accordance with the constitution/governing document.

### **Accountability and Authority**

- Trustees are collectively responsible for the governance of *[Insert CIO name here]*.
- Trustees are accountable under Charity Commission guidance and charity law for the proper administration of the charity.
- Trustees work collaboratively with the Elders, recognising and respecting their spiritual authority and leadership.
- Trustees operate in accordance with the charity's constitution/governing document, policies, and Statement of Faith.

### **Legal Duties of a Trustee**

All trustees must be willing to accept and fulfil the **six core legal duties of a charity trustee**, as outlined by the Charity Commission<sup>1</sup>:

1. Ensure the charity is carrying out its purposes for the public benefit
2. Comply with the charity's governing document and the law
3. Act in the best interests of the charity
4. Manage the charity's resources responsibly
5. Act with reasonable care and skill
6. Ensure the charity is accountable

Trustees are jointly and individually responsible for these duties and must be willing to take reasonable steps to understand the legal and regulatory requirements affecting the charity, seeking professional advice where appropriate.

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<sup>1</sup> Further information about the Charity Commission guidance on the role of a Trustee can be found [here](#).

## Key Responsibilities

### Governance and Compliance

- Participate fully in trustee meetings and decision-making, sharing collective responsibility for governance.
- Take reasonable steps to ensure the charity complies with charity law, safeguarding legislation, health and safety requirements, and other relevant regulations.
- Work with the *[insert administrative/operations role title, if/when assigned, otherwise consider allocating a Trustee lead person to this aspect of Trustee duties]* to regularly review policies and procedures, ensuring compliance with local authority and government guidance.
- Keep abreast of changes in the charity's operating and regulatory environment.

### Financial and Property Oversight

- Support oversight of the charity's financial controls.
- Review sources of income and funding to ensure all funds are properly recorded and used in accordance with the charity's purposes.
- Receive updates and advise on property matters, including general building maintenance, health and safety, and risk management.
- Collaborate with the Elders regarding church finances and property, supporting the implementation of the church's mission and priorities.

### Safeguarding and Risk

- Share responsibility for ensuring appropriate safeguarding policies and procedures are in place and followed.
- Participate in identifying and managing risks to the charity, its people, and its reputation.

## **Person Specification**

### **Essential Criteria**

- Be a member of the church and hold to the Statement of Faith and mission of *[insert church/CIO name here]*.
- Demonstrate a genuine commitment to the good, unity, and witness of the church.
- Be willing and able to accept the legal responsibilities and potential liabilities of trusteeship.
- Possess good communication and interpersonal skills, with the ability to work well as part of a team.
- Demonstrate integrity, discretion, and attention to detail.

### **Desirable Experience**

- Experience or insight in one or more of the following areas:
  - Safeguarding
  - Finance
  - Legal Matters
- Have experience of running, advising, or working with a business or charitable organisation.
- Be able to think strategically, exercise good independent judgement, and problem-solve effectively.

## **Terms of Appointment**

### **Term of Office**

- Trustees are appointed for a **3-year term**, renewable for up to **1 further term**, to a maximum of **6 years**.

### **Time Commitment**

- Attendance at *[change to match your constitution/governing document: four trustee meetings per year]*, currently held in person at *[insert the name of a likely venue, if you know you will meet in person, otherwise if meetings are online, ensure you have provision for this in your constitution/governing document]*.
- Additional time for preparation and occasional tasks as required.

### **Remuneration**

- This is a voluntary role. Reasonable out-of-pocket expenses may be reimbursed.